



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2267
Fax: 371-0304
Planning Department

Sign Application

Application Fee:
1st sign: \$100
Each additional sign: \$50

Project #: _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ Date of Birth or Employer ID# (EIN): _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original, notarized "Owner Authorization" form - attached):

Name: _____ Date of Birth or Employer ID# (EIN): _____

If a corporation, please name a responsible party/designated officer: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Name of Sign Company & Contact Name: _____

Telephone #: _____ Fax #: _____ Email: _____

II. **SIGN INFORMATION:** Number of: Proposed New Signs: _____ Existing Signs: _____ Total # if approved: _____

New Sign(s) will be (check all that apply): ☐ Replacement of existing sign/panel ☐ New Sign
☐ Wall-Mounted Sign ☐ Free-standing/Monument

NEW Wall-Mounted (One-Sided):

Sign #1

Dimension: _____ X _____ = _____ SF

(H) (W) (Total)

Illumination: ☐ Internal ☐ Flood ☐ Other _____

Sign #2

Dimension: _____ X _____ = _____ SF

(H) (W) (Total)

Illumination: ☐ Internal ☐ Flood ☐ Other _____

Sign #3

Dimension: _____ X _____ = _____ SF

(H) (W) (Total)

Illumination: ☐ Internal ☐ Flood ☐ Other _____

Sign #4

Dimension: _____ X _____ = _____ SF

(H) (W) (Total)

Illumination: ☐ Internal ☐ Flood ☐ Other _____

NEW Monument, Free-standing, Pylon signs:

Dimension (per side): _____ X _____ = _____ SF # of sides: ☐ 1 ☐ 2

(H) (W) (Total)

Height (Total): _____ (feet/inches)

Illumination: ☐ Internal ☐ Flood ☐ Other _____

EXISTING Signs to Remain (if applicable)? ☐ Yes ☐ No

If "yes", total number of existing signs to remain: _____ Total SF of existing signs to remain: _____ SF

Dimension: _____ X _____ = _____ (SF) Illumination: ☐ Internal ☐ Flood ☐ Other _____

Dimension: _____ X _____ = _____ (SF) Illumination: ☐ Internal ☐ Flood ☐ Other _____

Dimension: _____ X _____ = _____ (SF) Illumination: ☐ Internal ☐ Flood ☐ Other _____

Attach additional sheets, if necessary

Applicant/Owner Signature: _____ Date: _____

(For Department Use Only): Planning Board Action: Approved ☐ Disapproved ☐ Reason for Disapproval: _____

Signature: _____ Date: _____



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OWNER AUTHORIZATION - SIGN APPLICATION

The undersigned, who is the owner of the premises located at
..... identified as Tax Map SBL#.....
hereby authorizesto bring a
Sign Application before the Planning Board of the Town of Halfmoon for review and potential approval.
The undersigned further permits the Town or its authorized representative access to the property to
review existing site conditions during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On thisday of,Two Thousand and, before me, the subscriber,
personally appeared to me personally known and
known to me to be the same person described in and who executed the within Instrument, and
.....he.....acknowledged to me thathe.....executed the same.

Owner

Notary Public

Town of Halfmoon

Applicant Ethics Disclosure Form

(General Municipal Law Section 809)

Any person who submits an application, petition, bid or request to the Town of Halfmoon must fill out this form and submit to the Town with the application being filed. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: _____

Address: _____

Name of Application, Petition, or Bid: _____

1. Is there any Town officer or employee who both:
 - a. Is required, individually or in a group, to take any kind of action (other than a ministerial act*) on your application: and
 - b. Has an interest** in your application? If so, list the Town employee's or officer's name(s):

2. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee you named "has an interest":

Signed: _____

Dated: _____

* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgement or discretion as to the propriety of the action.

** "Has an Interest" means that the Town employee or officer or his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable the favorable approval of such application, petition, bid or request.



Town of Halfmoon
Planning Department

SIGN APPLICATION Instructions & Checklist

(Must be submitted with application)

This Checklist and all required items must be included for an application to be considered complete and placed on the Planning Board agenda.

The following items are enclosed (please check & please note number of copies required):

- _____ **Completed** Sign Application (1 copy)
- _____ Application Fee with check made payable to: "Town of Halfmoon"
- _____ "Owner Authorization" (if necessary). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner. (1 copy with original signature)
- _____ Ethics Disclosure Form (1 copy)
- _____ Narrative describing the project (15 copies)
- _____ 8" x 10" or 11" x 17" color rendering/image of the proposed sign(s) (15 copies of each sign)
- _____ Plot Plan/ Site Plan showing the location of the proposed sign and property boundaries/right-of-way, at a minimum (2 copies)

Sign Ordinance: Please see "Article X – Signs" of the Town Code for a complete listing of the requirements. Visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

Signs must NOT be placed in the public Right of Way and no less than 50 feet from an adjacent residential district.

Please note that L.E.D. sign luminance is subject to the discretion of the Planning Board; please contact the Planning Department with any questions regarding restrictions and/or limitations of L.E.D. lighting.

Two-Sided Signs: For purposes of calculating the total dimension of a sign, BOTH sides of a two-sided sign are calculated and added together.

Incomplete applications will not be accepted for review: Applications submitted by the deadline will be placed on the agenda at the discretion of the Planning Board. Once a determination has been made that an application is complete, the Planning Board will continue its review until either approval or disapproval or the applicant withdraws the application upon written notification to the Planning Department. The Planning Board normally convenes the second and fourth Monday of the month at 7 p.m.; please verify the upcoming meeting dates following submittal of your application.

Please be aware that you must contact the Building Department for building permit requirements following Planning Board approval at 371-7410 ext. 2260, Monday thru Friday, 8:00am to 4:00pm.

Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Halfmoon.

Signature of Applicant: _____ **Date:** _____